



Position vacant

Event Coordinator

The Law Society of New South Wales is looking to employ an Event Coordinator in its Young Lawyers Department on a full-time basis. This position will be advertised internally and externally, and if any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than 04 September 2019.

NSW Young Lawyers(NSWYL) is the representative body of young lawyers and barristers (aged 36 years and under or less than 5 years' post admission) and law students in NSW. Its role is to contribute fresh ideas and directions on legal and social issues for the benefit of its members, the profession and the community.

Responsibilities

This role is responsible for end-to-end event management of all NSWYL events delegated by the Manager, NSW Young Lawyers and Graduates, whilst overseeing projects, and assisting with the daily operations of NSWYL and the graduate services department where required.

Key Accountabilities

- Take responsibility for events from initial brief to creative execution.
- Develop and maintain the NSWYL annual events calendar.
- Provide lead operational support to the Manager, NSW Young Lawyers and Graduates and Executive Council to implement and deliver NSWYL events, programs and initiatives aligned to the organisation's strategic plan.
- Coordinate Council meetings and papers on a monthly basis, drafting the agenda and papers as required.
- Organise and attend all Executive Council Meetings, Assemblies and other major events, and, where required, as well as Committee events, Graduate Induction presentations and new admissions receptions.
- Where required, assist the Graduate Services Coordinator with major events.
- Establish and maintain effective working relationships with internal and external stakeholders of NSW Young Lawyers.
- Liaise with the Events and Committee Coordinator and ensure tasks are being completed against projects plans, and events are delivered to a high standard (pre and post event), in a timely and effective manner.
- Take responsibility for expenses, travel, and supplier invoices and reimbursements process and ensure they are signed off by Manager, NSW Young lawyers and Graduates before submitting to Finance department.
- Assist with the annual NSWYL budget and work in conjunction with the Manager, NSW Young Lawyers and Graduates to ensure all requirements are met.



- Provide input and assist the Manager, NSW Young Lawyers and Graduates with the implementation of other activities and initiatives designed to support membership acquisition and retention across NSWYL.
- Monitor and provide written reports to the Manager, NSW Young Lawyers and Graduates.

Requirements

- Completion of a degree in business or related field or an equivalent combination of relevant experience and/or education/training.
- Exceptional communication skills and ability to multitask.
- Previous experience in Events and Conference Management.
- Previous project/event management experience.
- Experience with Events air, CRM data bases, Pardot and Priava would be highly advantageous.

Applications

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

Written applications, including a cover letter and brief resume, should be addressed to: recruitment@lawsociety.com.au